

Job Opening  
**Student Assistant, Executive Office & Assessment**

**Mission:**

The Haas Center for Public Service strives to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. It is the hub of Cardinal Service, a university wide initiative that reaffirms service as a distinctive feature of a Stanford education. The initiative focuses on four dimensions that have proven over the years to be transformational in the lives of Stanford students: Cardinal Quarter, Cardinal Courses, Cardinal Commitment and Cardinal Careers.

This position will assist the Haas Center's Executive Office with the clerical day to day operations necessary to support the work of the Haas Center's Executive Team as well as aid in evaluation and assessment projects related to Cardinal Service. This person will participate in a broad range of administrative and assessment tasks under the direction of the Executive Office Coordinator and the Program & Organizational Effectiveness Director. This is a great opportunity to build skills and gain experience working in an office environment for an organization that is working to make the world a better place.

**Responsibilities:**

This individual will assist the Executive Office (including the Executive Director and Executive Office Coordinator) with various projects, including clerical work (copying, mailings, etc.), expense reimbursements, drafting and editing correspondence, event logistics (ordering food etc), conducting research, and other duties as assigned. Additionally, this person will assist the Director of Program & Organizational Effectiveness with management of quantitative and qualitative data (data entry, data clean-up, coding, compiling, and analyzing data). This person will help create tables, graphs, charts in order to effectively convey survey findings to lay audience as well as create individualized reports or PowerPoint presentations for Haas Center program staff. The individual must ensure confidentiality and privacy of data and findings.

**Level/Pay Rate:**

Students are paid on an hourly basis based on the suggested student wage and depending on experience. This position is qualified for Community Service Work Study (Community Service Work Study is not required).

**Hours:**

6 --10 hours per week (based on your preference/availability) scheduled between the hours of 10:00am – 5:00pm M-, T, W during the school year.

**Reports to:**

# Stanford | Haas Center for Public Service

*The Hub of Cardinal Service*

This position reports to Lauren Etchels, the Executive Office Coordinator and Jo Wong, Director of Program & Organizational Effectiveness at the Haas Center for Public Service. In addition, the student assistant will be a backup to the Executive Office. This may include answering the phone, assisting staff with questions and helping the Executive Director with ad hoc requests.

**Qualifications:**

Student should be dependable, flexible, detail oriented and able to manage time effectively. Willing to learn is a must! They should be a self starter and able to follow up on responsibilities and projects. Computer savvy and comfortable using Word, Excel, PowerPoint, creating charts/graphs, learning new computer applications, data entry/data management, quantitative and/or qualitative data analysis using tools such as STATA, Dedoose or NVivo, and doing basic online research desired.

**To Apply:**

Please send a resume and a brief letter of interest to Jo Wong ([jowong@stanford.edu](mailto:jowong@stanford.edu)). Please include in your letter any experience you have which would prepare you for this position and your availability were you to be hired for the position. Applications will be accepted until the position is filled. We are looking for someone to start in fall/beginning of winter quarter.

*Date: October 2021*